

### TERMS OF REFERENCE FOR CONTRACTORS

<b>Title</b>	<b>Funding Code</b>	<b>Type of engagement</b>	<b>Duty Station:</b>
TECHNICAL COHERENCE CONSULTANT – SPOTLIGHT INITIATIVE	SC1002102	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	BELIZE
<b>Purpose of Activity/Assignment:</b> Technical Coherence and Coordination of Spotlight Initiative Programme across outcomes, and within key stakeholder mechanisms			
<b>Scope of Work:</b> <p>Belize has been approved to receive Phase 2 of Spotlight funds and UNICEF Belize continues to be the agency responsible for technical coherence. As outlined in Phase1 of Spotlight Technical Coherence Consultant will continue to ensure overall coherence in planning, implementing, the entire Spotlight programme initiative in Belize. The Technical Coherence Consultant will work closely with UNICEF Team and work in collaboration with the Programme Officers of each of the respective Recipient UN Agencies (UNDP, UNFPA) and the Resident Coordinator Office. The Technical Coherence Consultant will be responsible for providing technical guidance and ensures coherence in the implementation of the Spotlight Programme.</p> <p>The overall vision of the Spotlight Initiative in Belize is to reduce family-based violence by generating data and research on family violence in Belize, strengthening policy and legislation to increase the protection of women and girls, building the capacity of state and non-state actors to respond to family violence, expanding the range of services available to women and girls, and addressing social norms and behaviors that promote violence against women and girls.</p> <p>Under Outcome 1- critical gaps in the legislative and policy framework will be addressed to ensure Belize's legal and policy frameworks are responsive and offers the greatest level of justice and protection to women and girls, while Outcome 2 strengthen the capacity of key coordinating and implementing agencies to better respond to family violence. Outcome 3 actions will seek to address critical social norms and other root causes of family violence, while Outcome 4 will ensure the scale up and delivery of critical services to women and girls. Outcome 5 will strengthen Monitoring and Evaluation systems and support the design and delivery of interventions that are evidence based and finally, Outcome 6 actions will ensure strengthened networks and capacities of CSOs to design, advocate for, implement, monitor, and evaluate programmes that strive to reduce or eliminate family violence in Belize.</p> <p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide programme technical guidance towards the planning and implementation of the Spotlight Programme in Belize</li> <li>• Coordinate the development and review of the programme annual work plans, implementation strategies, and monitoring and evaluation systems and budgets</li> <li>• Coordinate and facilitate the development of annual reports, mid year reports and any other reporting that may be asked by EU and Spotlight Secretariat.</li> <li>• Identify programmatic areas for support and interventions within the thematic/sectorial areas;</li> <li>• Draft programme briefs, policy discussion papers and other documents related to the Spotlight programme;</li> <li>• Serve as technical focal point for EU and participate in EU monthly meetings, this includes preparing technical presentations in collaboration with technical team, delivering presentation and documenting EU feedback</li> </ul>			
<b>Work Assignments Overview</b>		<b>Deliverables/Outputs</b>	<b>Delivery deadline</b>
<b>Guide the implementation and management of the Spotlight programme in Belize</b> <ul style="list-style-type: none"> <li>• Oversee implementation, schedules, deliverables, and budgets as articulate in the country programme document;</li> <li>• Provide programme guidance, updates, and information to the Steering Committee, implementing partners, and other stakeholders</li> </ul>			

<ul style="list-style-type: none"> <li>• Lead inter-agency coordination-related activities, including by convening Spotlight Technical Team, government ministries, donors, and CSOs/NGOs to ensure Spotlight programme is harmonized and aligned with other in-country efforts.</li> <li>• Continually assess methodologies and instruments for collection, documentation, analysis and reporting of data for weaknesses and potential improvements.</li> <li>• Advise Spotlight Technical Team on the development and improvement of core implementation tools, including work plans.</li> </ul>			
Programme Coordination and Technical Coherence Monthly Report	<ul style="list-style-type: none"> <li>• Monthly bilateral meeting with Resident Coordinator and RCO Team Lead</li> <li>• Support coordination of RUNOs HoAs on programme performance and results</li> <li>• Summary of decisions and follow up actions incorporated into monthly technical reports</li> <li>• Technical and Coordination Team Meeting</li> <li>• CSNRG Coordination Meeting</li> </ul>	Monthly: July to November 2023	
Programme Coordination and Technical Coherence Monthly Report	<ul style="list-style-type: none"> <li>• Coordinate Technical Progress Update meeting with EU</li> <li>• Co-coordinate CEO sub-caucus meeting with Government counterparts</li> </ul>	July, September, November 2023	
Programme Coordination and Technical Coherence Monthly Report	<ul style="list-style-type: none"> <li>• Coordination and facilitation of National Steering Committee Meeting and incorporate outcomes into current month's progress report</li> </ul>	September 2023	
Programme Coordination and Technical Coherence Monthly Report	2023 Annual Report and Final Narrative Report <ul style="list-style-type: none"> <li>• Lead the elaboration of narrative / annual reports for final clearance by the HOAs, RC and final review and approval by Secretariat</li> </ul>	September and December 2023	
Performance monitoring and assessment of Spotlight Initiative supported by quarterly data reports on Spotlight performance	<ul style="list-style-type: none"> <li>• Assess progress towards outcome and output indicators and use of new types of data sources and tools (e.g., big data) for sustainable development</li> <li>• support in coordination of the design and formulation of any related programme</li> </ul>	August and November 2023	

	proposal and initiatives or revisions to approved Spotlight Country Programme Document		
<b>Oversee the monitoring and reporting of the programme</b> <ul style="list-style-type: none"> <li>Oversee the process of monitoring the programme implementation of activities and finances using results-based management tools;</li> <li>Identify and monitor programme risks and provide support and guidance to mitigate and address them in a timely manner</li> <li>Support inter-agency efforts on results and progress monitoring and reporting on the Spotlight Initiative and EVAWC.</li> <li>Provide technical advice and innovative approaches to facilitating programme interventions and achievement of programme deliverables;</li> <li>Guide the process of delivery of technical assistance and engagement with partners;</li> <li>Build, manage, and expand relationships with partners to support implementation</li> </ul>			
Programme Coordination and Technical Coherence Monthly Report: <ul style="list-style-type: none"> <li>Monthly analysis of progress, gaps, challenges, and lessons learned to inform programme adjustment and acceleration supported by analytic report</li> </ul>	<ul style="list-style-type: none"> <li>Analytical reviews that systematically capture lessons learnt from the programme implementation</li> </ul>	Monthly: July to December 2023	
Coordinate periodic evaluations and produce Report on Evaluation Validation	<ul style="list-style-type: none"> <li>Coordinate evaluation validation meetings in close collaboration with RUNOs and document progress of Spotlight Programme against project implementation plans, results matrix, milestones, and targets.</li> </ul>	July, September, December 2023	
<b>Build partnerships and support in developing resource mobilization strategies</b> <ul style="list-style-type: none"> <li>Provide technical advice and innovative approaches to facilitating programme interventions and achievement of programme deliverables;</li> <li>Guide the process of delivery of technical assistance and engagement with partners;</li> <li>Build, manage, and expand relationships with partners to support implementation;</li> </ul>			
Provide technical guidance and support to ensure effective and coordinated implementation of Spotlight	<ul style="list-style-type: none"> <li>between the different UN agencies in Belize to achieve a coherent and aligned presence of the Spotlight initiative at national and municipal level</li> <li>other UN agencies, government departments, donors, and NGOs to ensure the projects' capacity development programme is harmonized and aligned with other in-country efforts</li> </ul>	July, September, December 2023	

<b>Supervisor:</b> Luwani Cayetano Child Protection Officer	<b>Start Date:</b> <i>July 1, 2023</i>	<b>End Date:</b> <i>December 31, 2023</i>
<b>Minimum Qualifications required*:</b> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other <ul style="list-style-type: none"> <li>• Master's degree or equivalent in social sciences, human rights, gender/women's studies, international development, or a related field is required.</li> <li>• Minimum 5 years of progressively responsible experience at the national or international level in design, planning, implementation, monitoring and evaluation of development projects;</li> </ul>	<b>Knowledge/Expertise/Skills required*:</b> <ul style="list-style-type: none"> <li>• Technical experience in thematic area;</li> <li>• Experience coordinating and liaising with government agencies and/or donors is an asset;</li> <li>• Experience working in the UN System is an asset;</li> <li>• Experience in leading/managing a team is an asset.</li> <li>• A project/programme management certification would be an added advantage</li> </ul>	
<b>Evaluation Criteria</b> A) Technical Evaluation minimum of 60 Points B) Financial Proposal maximum of 25 Points - Master's degree or equivalent in social sciences, human rights, gender/women's studies, international development - Experience coordinating and liaising with government agencies and/or donors - Experience working in the UN System		

Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Individuals engaged under a consultancy contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF

premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.